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Class Specification
for the Class:

SPECIAL SERVICES ADMINISTRATOR

Duties Summary:

Plans, directs and coordinates the activities of the Special Services Division; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for planning, directing and coordinating activities of Special Services Deputies engaged in providing security and maintaining order within courtrooms and around the buildings and grounds of the Judiciary and other Special Services Deputies engaged in executing mandates of the court.

Examples of Work:

Plans, directs, and coordinates the activities of Special Services Deputies engaged in providing security and maintaining order within the buildings and around the grounds of the Judiciary; plans, directs, and coordinates the activities of Special Services Deputies engaged in executing mandate of the court; schedules work assignment and deployment of manpower and transmits orders to subordinates for execution; meets with supervisors to identify, discuss and resolve operational problems; develops procedures to serve as guidelines for proper conduct of activities; receives, reviews, investigates, and resolves complaints regarding the operation of the Special Services Division; reviews daily activity logs prepared by subordinates; analyzes new laws, methods and technological advancements in crime detection and law enforcement to improve efficiency of the office; disciplines staff for violation of rules and regulations and resolves personnel problems; investigates complaints against subordinate staff and determines action to be taken; confers with local and State officials to coordinate law enforcement efforts; provides special services such as security to social and civic functions upon request; directs the preparation of and reviews the division's budget with supervisors; participates in training new recruits; prepares correspondence and reports; and maintains operational statistics.

Knowledge and Abilities Required:

Knowledge of: The organization, functions, policies, and procedures of the Special Services Division; the jurisdiction and responsibilities of the County, State and Federal law enforcement agencies; police science and police organization and administration; the laws and ordinances of the Counties and State subject to enforcement by the Special Services Division; crime trends and court decisions relating to law enforcement; the psychology of human behavior; public relations; and report writing.

Ability to: Plan and direct the work of employees; utilize and/or deploy personnel effectively; review and analyze operating procedures and problems and develop plans for their improvement or correction; establish and maintain effective working relationships with other agencies; express oneself effectively, orally and in writing; and write correspondence and prepare clear and concise reports.

This is a change in title and an amendment to the specification for the class SHERIFF, which was adopted from the Judiciary relative to the establishment of the Department of Public Safety, effective July 1, 1990, pursuant to Act 211, SLH 1989, and approved on March 5, 1990.

DATE APPROVED: 1/23/92

SHARON Y. MIYASHIRO
Director of Personnel Services